

# RESERVE DATA ANALYSIS, INTL.

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Greetings:

Thank you for your inquiry into the services of Reserve Data Analysis, Intl. Attached is a proposal worksheet which outlines the information necessary for us to accurately estimate the amount of time involved in preparing a reserve study. If you would like, you may contact us by telephone and we can obtain this information -or- should it be your preference, you may complete this form using the instructions outlined below. Upon receipt of this information we will provide you with a proposal within a few days or sooner should it be a high priority. We are here to serve you, so choose the option that is best for your needs.

**Should you desire to use the attached form, be sure to save or print your changes before you E-mail, fax, or send your request for our attention. For update proposals on existing clients just E-mail us or give us a call!**

Thank you!

Edwin G. Edgley, CEO/Founder  
[EEdgley@ReserveDataAnalysis.com](mailto:EEdgley@ReserveDataAnalysis.com)

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## PROPOSAL WORKSHEET INSTRUCTIONS:

### Box 1 & 2:

- Project Name - Enter the full legal name of the project.
- Project Location - Please provide the street address, city, state and zip code for the project.
- Send to - Enter the name, company, address and phone number of our contact and be sure to provide a return e-mail address for our proposal.

### Boxes 3, 4 & 5:

- Check if the project is a condominium, planned unit development, industrial park, timeshare, or other type of development.
- Conversion - Indicate if the project was converted from private ownership to common interest ownership.
- Please provide the total number of units, age, fiscal year end, if there is a past study available, and if we are to use any information from that past study if one has been completed.

### Boxes 6 & 7:

- Please identify each of the items which pertain to the project. Only check those items for which the client is responsible. Do not check items which are in the project but are not the client's responsibility. You may use any blank lines for items not listed.
- Indicate quantities for each asset identified as appropriate; i.e., 2 pools, 4 tennis courts, 4,000 square feet, etc.
- The Field/Office boxes are for our use in estimating the time required in preparing the report.
- Under building exteriors, please indicate the number of unique resident building styles that will physically need to be measured. This is not the total number of buildings in the project, but rather the number of unique building designs. Even small differences constitute a unique design.

Please add any remarks you feel will be helpful in our evaluation.

Visit us at [www.ReserveDataAnalysis.com](http://www.ReserveDataAnalysis.com)

DATE	<i>Proposal Worksheet</i>		ACCOUNT NUMBER
PROJECT NAME			ESTIMATOR
PROJECT LOCATION			# UNITS <input type="checkbox"/>
	ACCESS CODE		# PHASES <input type="checkbox"/>
SEND TO			AGE
MANAGEMENT COMPANY			FISCAL YEAR END
ADDRESS			<input type="checkbox"/> Site Map Available
CITY, STATE, ZIP CODE			<input type="checkbox"/> DRE, use measurements <input type="radio"/> Yes, <input type="radio"/> No
PHONE	EXT.	FACSIMILE	<input type="checkbox"/> Past Study, use measurements <input type="radio"/> Yes, <input type="radio"/> No
E-MAIL			DESCRIPTION

### Recreation/Office Buildings

	<i>detail</i>	<i>field</i>	<i>office</i>
<input type="checkbox"/> recreation building, exterior <input type="checkbox"/> small, <input type="checkbox"/> med, <input type="checkbox"/> large _____	<input type="checkbox"/>		
<input type="checkbox"/> recreation building, interior <input type="checkbox"/> restrooms, <input type="checkbox"/> kitchen, <input type="checkbox"/> meeting room <input type="checkbox"/> gym, <input type="checkbox"/> saunas _____	<input type="checkbox"/>		
<input type="checkbox"/> offices, <input type="checkbox"/> attached, <input type="checkbox"/> detached <input type="checkbox"/> small, <input type="checkbox"/> med, <input type="checkbox"/> large _____	<input type="checkbox"/>		
<input type="checkbox"/> maintenance buildings _____	<input type="checkbox"/>		
<input type="checkbox"/> cabana buildings _____	<input type="checkbox"/>		
<input type="checkbox"/> gazebos _____	<input type="checkbox"/>		

### Recreation Facilities

<input type="checkbox"/> pools, <input type="checkbox"/> furniture, <input type="checkbox"/> fence, <input type="checkbox"/> BBQ's <input type="checkbox"/> solar panels _____	<input type="checkbox"/>		
<input type="checkbox"/> spas/waders _____	<input type="checkbox"/>		
<input type="checkbox"/> tennis courts _____	<input type="checkbox"/>		
<input type="checkbox"/> <input type="checkbox"/> volleyball, <input type="checkbox"/> racketball, <input type="checkbox"/> basketball, <input type="checkbox"/> baseball diamonds, <input type="checkbox"/> shuffleboard, <input type="checkbox"/> bleachers _____	<input type="checkbox"/>		
<input type="checkbox"/> <input type="checkbox"/> play equipment, <input type="checkbox"/> par courses _____	<input type="checkbox"/>		
<input type="checkbox"/> <input type="checkbox"/> lakes, <input type="checkbox"/> marinas, <input type="checkbox"/> docks, <input type="checkbox"/> beach sand _____	<input type="checkbox"/>		
<input type="checkbox"/> <input type="checkbox"/> waterscapes, <input type="checkbox"/> fountains _____	<input type="checkbox"/>		
<input type="checkbox"/> bridges, <input type="checkbox"/> pedestrian, <input type="checkbox"/> vehicular _____	<input type="checkbox"/>		

### Streets/Grounds

<input type="checkbox"/> <input type="checkbox"/> private streets, <input type="checkbox"/> alleys, <input type="checkbox"/> parking lots _____	<input type="checkbox"/>		
<input type="checkbox"/> <input type="checkbox"/> street signs, <input type="checkbox"/> street lighting _____	<input type="checkbox"/>		
<input type="checkbox"/> walkway lighting, <input type="checkbox"/> min, <input type="checkbox"/> avg, <input type="checkbox"/> major _____	<input type="checkbox"/>		
<input type="checkbox"/> <input type="checkbox"/> trash enclosures, <input type="checkbox"/> monument signs, <input type="checkbox"/> directory signs, <input type="checkbox"/> park benches _____	<input type="checkbox"/>		
<input type="checkbox"/> <input type="checkbox"/> irrigation system, <input type="checkbox"/> tree trimming, <input type="checkbox"/> major slopes _____	<input type="checkbox"/>		
<input type="checkbox"/> <input type="checkbox"/> bike paths, <input type="checkbox"/> equestrian paths, <input type="checkbox"/> walkways _____	<input type="checkbox"/>		
<input type="checkbox"/> common area fencing <input type="checkbox"/> perimeter, <input type="checkbox"/> grounds _____	<input type="checkbox"/>		
<input type="checkbox"/> security, <input type="checkbox"/> gates, <input type="checkbox"/> phone entry _____	<input type="checkbox"/>		
<input type="checkbox"/> guard houses _____	<input type="checkbox"/>		

### Building Exteriors

	<i>detail</i>	<i>field</i>	<i>office</i>
<input type="checkbox"/> unique building designs _____	<input type="checkbox"/>		
<input type="checkbox"/> roofing, <input type="checkbox"/> tile, <input type="checkbox"/> flat, <input type="checkbox"/> shake, <input type="checkbox"/> shingle <input type="checkbox"/> ladder access required _____	<input type="checkbox"/>		
<input type="checkbox"/> paint, <input type="checkbox"/> stucco, <input type="checkbox"/> wood trim, <input type="checkbox"/> siding _____	<input type="checkbox"/>		
<input type="checkbox"/> <input type="checkbox"/> decks/balconies, <input type="checkbox"/> stairways, <input type="checkbox"/> landings, <input type="checkbox"/> walkways _____	<input type="checkbox"/>		
<input type="checkbox"/> <input type="checkbox"/> lighting, <input type="checkbox"/> awnings, <input type="checkbox"/> utility doors _____	<input type="checkbox"/>		
<input type="checkbox"/> garages, <input type="checkbox"/> attached, <input type="checkbox"/> detached _____	<input type="checkbox"/>		
<input type="checkbox"/> <input type="checkbox"/> carports, <input type="checkbox"/> subterranean parking _____	<input type="checkbox"/>		
<input type="checkbox"/> patio fencing _____	<input type="checkbox"/>		
<input type="checkbox"/> mailboxes, <input type="checkbox"/> clustered, <input type="checkbox"/> individual _____	<input type="checkbox"/>		

### Building Interiors

<input type="checkbox"/> <input type="checkbox"/> lobbies, <input type="checkbox"/> hallways, <input type="checkbox"/> furniture, <input type="checkbox"/> carpeting, <input type="checkbox"/> draperies/blinds, <input type="checkbox"/> wallpaper, <input type="checkbox"/> painting, <input type="checkbox"/> lighting _____	<input type="checkbox"/>		
<input type="checkbox"/> stairwells _____	<input type="checkbox"/>		
<input type="checkbox"/> elevators _____	<input type="checkbox"/>		

### Timshare Unit Interiors

<input type="checkbox"/> number of marketed styles _____	<input type="checkbox"/>		
<input type="checkbox"/> number of unique designs _____	<input type="checkbox"/>		

### Equipment/Other

<input type="checkbox"/> <input type="checkbox"/> air conditnrns, <input type="checkbox"/> heaters _____	<input type="checkbox"/>		
<input type="checkbox"/> <input type="checkbox"/> boilers, <input type="checkbox"/> waterheaters _____	<input type="checkbox"/>		
<input type="checkbox"/> <input type="checkbox"/> cooling towers, <input type="checkbox"/> chillers, <input type="checkbox"/> generators, <input type="checkbox"/> sump pumps, <input type="checkbox"/> wells, <input type="checkbox"/> water storage tanks _____	<input type="checkbox"/>		
<input type="checkbox"/> laundry rooms, <input type="checkbox"/> attached, <input type="checkbox"/> detached, <input type="checkbox"/> equipment leased _____	<input type="checkbox"/>		
<input type="checkbox"/> <input type="checkbox"/> vehicles, <input type="checkbox"/> golf carts _____	<input type="checkbox"/>		
<input type="checkbox"/> _____	<input type="checkbox"/>		
<input type="checkbox"/> _____	<input type="checkbox"/>		
<input type="checkbox"/> _____	<input type="checkbox"/>		
<input type="checkbox"/> _____	<input type="checkbox"/>		

### Total Hours:

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